

COMMANDER

Purpose:

To actively support and uphold the City's stated mission and values. To manage, direct and coordinate the activities of a major bureau within the Police Department; to coordinate bureau activities with other bureaus, departments, private business, outside agencies and community; and to provide highly complex staff assistance to the Assistant Police Chiefs and the Police Chief.

Supervision Received and Exercised:

Receives general direction from the Police Chief, Assistant Police Chiefs, or other supervisory or management staff.

Exercises direct supervision over sworn, supervisory and non-sworn personnel.

Essential Functions:

Duties may include, but are not limited to, the following:

- Manage, direct, organize and administer activities of one of the major bureaus of the Department; direct, oversee and participate in the development of the bureau work plan; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures.
- Coordinate bureau activities with other Bureau Commanders, outside agencies, and organizations; ensure that work performed provides for the needs of the department; provide staff assistance to the Police Chief and Assistant Police Chiefs; prepare and present staff reports and other necessary correspondence.
- Recommend goals and objectives; implement, direct, and oversee Bureau goals and objectives; participate in the development of policies and procedures; assist the Police Chief or Assistant Police Chiefs in the formal planning and research functions of the Police Department; participate in developing and conducting a continuing research program to identify problems and formulate plans.

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- Analyze existing and new police technologies and methods; propose and monitor implementations of improvements; develop and coordinate an information system for operation planning and decision making.
- Interview applicants; initiate background investigations; participate in recommending
 the appointment of personnel; provide or coordinate staff training; direct the training
 and employee development programs of all personnel; orient new police officers;
 manage internal investigations; work with employees to correct deficiencies;
 implement discipline procedures; recommend employee terminations.
- Prepare the bureau budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Study the incidence, type and severity of crimes occurring throughout the City;
 adjust or make recommendations for the adjustment of police officer staff.
- Organize and direct activities during emergency situations and special activities; coordinate activities with other agencies as required; serve on citywide committees; administer and monitor S.W.A.T. functions; serve as the Incident Commander on all major responses.
- Report unusual problems and progress of operations within the bureau to the Police Chief or the Assistant Police Chiefs.
- Develop field service plans to handle unusual circumstances within the City; serve as a police representative in the City's emergency operation plan.
- Prepare and supervise the preparation of necessary reports relating to activities;
 review reports prepared and submitted by subordinates.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Four years of experience as a Sergeant; two years experience must be current, continuous, creditable service as a City of Tempe Sergeant, plus the educational requirements listed below.

Education:

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Equivalent to a Bachelor's Degree from an accredited college or university with major course work in police science, public administration, criminology, or a degree related to the core functions of this position. Administrative training approved by the Police Department is required prior to appointment.

Licenses/Certifications:

Requires the possession of a valid driver's license at the time of application.

Possession of Arizona Police Officers Standards and Training (POST) Certification.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 450

Status: Exempt / Classified